

Supplier Onboarding Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are pleased to inform you that your application to become a registered supplier with [Your Company Name] has been successfully received. As part of our upgraded Supplier Onboarding Workflow, we aim to streamline the process and enhance our partnership.

Next Steps:

1. Complete the Supplier Registration Form attached to this email.
2. Provide the necessary documents as outlined in our requirements checklist.
3. Participate in the orientation session scheduled for [Insert Date & Time].

Please ensure all documents are submitted by [Insert Deadline]. Should you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

We look forward to working together and building a successful partnership!

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]